

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: July 20, 2015
CC: All Departments



Interim Town Administrator: I conducted telephone interviews with semi-finalist candidates for the Town Administrator position and evaluated all of the essays submitted by the group. Recreation material was reviewed pertaining to the Revolving Fund and there were several discussions with Recreation and the Highway Agent regarding options for more court space for Pickleball. I met with the Assessor and issued a press release regarding the 2015 values. A training program was scheduled with Primex for September 3rd regarding performance appraisals for Department Heads and Supervisors. Several legal issues were discussed with the NHMA attorneys. I am continuing to work on the evaluation report for the Board of Selectmen. The week of July 20th I will be facilitating the Town Administrator Panel interviews off site all day on Tuesday and Thursday. I will be in the office on Friday morning.

Administrative Liaison: I worked with the staff and Interim Town Administrator to finalize the weekly Selectmen's meeting agenda. I attended a meeting on the Recreation Space Needs, and discussed our recent visit(s) to the Immaculate Conception School property. I met with Recreation Director Donna Kuethe and ITA Carol Granfield to discuss the Pickleball court space needs, and worked out a temporary solution, which is low cost and will be funded via the Recreation Revolving Fund in support of programming. I also met with the ITA to review the itinerary and refreshment needs for the TA interviews on July 21st and July 23rd. I attended the weekly Board of Selectmen's meeting and my Certified Public Manager orientation class at NH Bureau of Education & Training.

Finance: Nothing to report this week.

Assessor: Vision Government Solutions will be mailing letters with the preliminary 2015 values to taxpayers this week. Property owners seeking informal hearings are asked to follow the instructions on the letter in order to schedule a hearing time.

Tax Collector: Real estate taxes were due July 1, 2015. As of July 3, 2015 we collected approximately 94.4% of the total July Real Estate Tax Warrant which is slightly better than the last few years. In 2013 and 2014 we had collected 92.5% in the same time frame. We have requested quite a few refund checks from the Treasurer for taxpayers or banks that have made overpayments. I am pleased to announce that Ashley Pouliot started working in my office Monday, July 7th. She was appointed as the Deputy Tax Collector at the July 9th Selectmen's meeting and took her oath of office and sworn in by Town Clerk, Barbara Wakefield. We appreciate your patience as we begin the training process. The Office Clerk, Jenn Martel will be on vacation this week and I will be on vacation the last week of July. On August 3rd my office will return to normal business hours of Monday - Friday from 9 am to 4 pm. We are in the process of cleaning up several items that "piled up" during the frenzy of tax time. These include following up on many requests for paperless billing, trying to locate owners or additional owners whose

tax bills or lien notices were returned. Also letters to taxpayers requesting that they no longer reference the old account numbers on their checks (a letter with 5 numbers) as the new tax software does not carry it and it is very time consuming to locate the proper account. We are also working on a few right-to-know requests, one of which is very extensive as it requires copying the tax warrant list for a parcel going back approximately 60 years. This involves the lifting and copying of pages from the old and very heavy ledger books. I will be starting the tax deeding process the week of August 3, 2015 for unpaid 2012 real estate taxes.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The Highway crew swept the bike path, raked Long Island Beach and lined the baseball fields at Playground Drive. The rental excavator was delivered and ditching proceeded around Town on the following roads: Red Hill, Cottage Roads and Hanson Mill Drive. Grading was done on Old Red Hill, Ferry, Singing Eagle and Wakondah Roads. The crew immediately responded to a resident's phone call reporting a visibility hazard at the Lee and Lees Mills Road intersection, and cut back the overgrowth of brush. A tree company with crane and crew was again utilized for tree work on the Far Echo Road intersection while a couple of crew members oversaw proceedings and assisted with traffic control. We picked up 2.6 tons of cold patch to address a few paved area concerns in Town, and after several attempts by NHDOT to patch areas at the north end of Moultonboro Neck Road, the staff patched them with UPM patch. Foreman Wakefield took a vendor around Town to show them and mark hazardous rocks in the roads that need to be broken up for removal. During this time Foreman Wakefield addressed delineators and spotted signs that needed straightening. The crew dumped 2.5 yards of milfoil at the community garden compost pile. Our mechanic and assistant went to the Town of Washington to view and make notes on how they prepared their surplus 10 wheeler for town usage. Equipment Operator Andrew Wolanek attended T2 training and has achieved Master Roads Scholar. A full grave burial was completed at Shannon Cemetery. Agent Kinmond inspected the "No Parking" sign installation at the intersection of Old Route 109 & Route 109, which was correct, and reported his findings to the Town Planner. Agent Kinmond met with the owner of Black Bear Road regarding a hammerhead layout. I also met with members of the Conservation Commission regarding the Highway Garage Ground Water Study.

Facility & Grounds: The Grounds crew continues to mow and trim all common areas, playground, islands, beaches, and cemeteries. The Facilities worker completed the north end vinyl siding of the woodshed, shelving installation, and the storage cabinet in the supply room for the hose-crimping machine. Recyclables were collected, along with repairs made to the seasonal delineator on the Pathway and cutting plywood for new signage at WMF. Staff installed the speed bump by the Library's parking lot entrance, after complaints of cars going too fast, creating hazardous conditions for pedestrians. Work orders were handled at: Town Hall - AC adjustment for Land Use, PSB - door not latching. FW Daigneau submitted an energy project to NHEC, who did an onsite pre-grant inspection. In the next few weeks we will receive the report of their findings of the submission and what will be grant funded at 50% up to \$15K. FW Daigneau also met with the Town Hall flooring vendor and vendor's representative to remove tile samples for submission to the manufacturer for a warranty claim.

Waste Management Facility: Co-Manager Filpula and Agent Kinmond attended the Single Stream Recycling Committee meeting. Agent Kinmond submitted a 50/50 grant application to NH the Beautiful for the purchase of 10 new Gaylord containers for recyclable staging. The facility shipped MSW and C&D this week and have requested shipping of electronics, plastics, steel and aluminum.

Moultonborough Police Department: The Moultonborough Police Department recorded 375 log entries, which included the following calls for service, 9 motor vehicle stops, 10 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 7 complaints, 4 MV Accidents, 5 MV Complaints, 5 residential alarms, 2 commercial alarms and 9 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 422 calls for emergency service. For the period of 7/10/15 to 07/16/15 there were 20 calls for service: (9) Medical Emergencies, (1) Power Line call, (1) Assist Police call, (1) Authorized Controlled Burning call, (1) Hazardous Material Release Investigation, (1) Motor Vehicle accident, (1) Lift Assist, (1) Oil spill, (2) Good Intent calls, (1) False Carbon Monoxide Alarm, and (1) False Fire Alarm. MFR received automatic aid from Center Harbor on two calls.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:20 minutes

Overall Average Manpower per incident: 6 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:10 minutes

Overall Average Day Time Manpower per incident: 5 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:25 minutes

Overall Average Night/Weekend Manpower per incident: 7 Firefighters/Incident

Operations: During the week of 7/10/15 to 7/16/15: 2 requests for information; 1 fire permit was issued; 1 public education activity on fire permit law; 1 Suprabox installation. On 7/16, an EMS Continuing Education class on 2015 State of NH Protocols was conducted by John Burdette, NREMT-P. Fire Permits: Residents can now obtain fire permits at any time via the on-line fire permit system. For a \$3.00 state convenience fee, a fire permit can be obtained by going to www.NHFIREPERMIT.COM.

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last week Sgt. Fulton from the MPD visited Happy Campers to talk about bike safety at our annual Bike Rodeo. The campers had a lot of fun! Thank you, MPD. Last Saturday, the life guards held the annual Water Carnival. Despite the rainy weather, some adventurous kids enjoyed the festivities at Long Island Beach. Monday, July 20, the Fire, Police, DPW, and Stewart's Ambulance will line a truck or two up at MCS for the Touch a Truck event at Happy Campers! This Tuesday, the Young Writers Workshop will begin for ages 9-15 and will meet each Tuesday afternoon for three weeks. The summer concert series continues on Wednesday with the Rick Clogston Band. The concerts have been well attended. Session 2 for swim and tennis lessons begin this week. Coming up are the annual Edith's Tennis Tournament on August 1st and the Pathway Fund Run on August 8th.

Important Dates to Remember

Board of Selectmen's Work Session, Moultonborough Academy, July 23, 2015, 8:30 AM

Board of Selectmen's Work Session, July 27, 2015, *Time to be Determined.*

Board of Selectmen's Meeting & Public Hearing, July 30, 2015, 7 PM

Staff Meeting, August 7, 2015, 9 AM